

**HOUSING AUTHORITY OF THE TOWN OF SIMSBURY  
BOARD OF COMMISSIONERS – SPECIAL MEETING MINUTES  
FEBRUARY 11, 2022  
SUBJECT TO APPROVAL**

The regular meeting of the Housing Authority of the Town of Simsbury, Connecticut was held via Zoom on February 11, 2022. The meeting was called to order by Chairperson Sandee Fleet at 8:01 a.m. In attendance were Vice-Chair Cheryl Cook, Commissioners Deborah Clifford and Ron Anastasio, Board of Selectman liaison, Amber Abbuhl, Executive Director, Melissa Green and Housing Administrator, Christine Winters. Commissioner Oliver Dickins was absent.

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

**PUBLIC AUDIENCE**

No one from the public attended this meeting.

**MINUTES OF THE PREVIOUS MEETING**

The minutes of the January 14, 2022 Regular Meeting were reviewed by the Board and were accepted with no corrections.

**BOARD OF SELECTMAN LIAISON REPORT**

Liaison Abbuhl spoke about the American Rescue Plan Act (ARPA) funding and mentioned that they had until 2026 to disburse and it would be for unreimbursed expenses due to the pandemic from March 2021 forward.

**EXECUTIVE DIRECTOR'S REPORT**

The Executive Director gave an update on the vacancies, resident activities, COVID, the FY21 Audit and the status of the software conversion.

**OCCUPANCY REPORT**

The Housing Administrator provided an update on the vacancies and the waiting lists. As of January 31<sup>st</sup> there were four vacant units at the Dr. Owen L. Murphy Apartments and four applicants on the waiting list. Ms. Winters also mentioned that she had a lease up this month but was also losing another resident.

As of January 31<sup>st</sup> there were five vacant units at the Virginia Connolly Residence and three applicants on the waiting list. Ms. Winters mentioned that she will be leasing one of the units effective March 1<sup>st</sup>.

**REVIEW AND TAKE ACTION ON RESOLUTION 1-22**

**\$35 INCREASE IN CORE SERVICES FOR THE VIRGINIA CONNOLLY RESIDENCE**

Vice-Chair Cook made a motion to increase the core services for the Virginia Connolly Residence by \$35. Commissioner Clifford seconded the motion. All voted in favor, motion carried.

**REVIEW AND TAKE ACTION ON RESOLUTION 2-22**

**BASE RENT INCREASE FOR THE DR. OWEN L. MURPHY APARTMENTS NOT TO EXCEED \$35**

Vice-Chair Cook made a motion to increase the base rent for the Dr. Owen L. Murphy Apartments not to exceed \$35. Commissioner Clifford seconded the motion. All voted in favor, motion carried.

**COMMUNICATIONS**

The Executive Director said that there were no communications received.

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**EXECUTIVE SESSION TO DISCUSS EMPLOYEE REQUEST**

At 8:45 a.m. a motion was made by Vice-Chair Cook, seconded by Commissioner Anastasio to enter into Executive Session to discuss employee request. At 9:10 a.m. a motion was made by Vice-Chair Cook, seconded by Commissioner Clifford to come out of Executive Session. No votes were taken.

**ADJOURNMENT**

There being no further business to discuss, a motion was made by Vice-Chair Cook to adjourn the meeting, seconded by Commissioner Anastasio. All voted in favor, motion carried. The meeting was adjourned at 9:10 a.m.

Submitted by,

Melissa A. Green  
Executive Director/Secretary